



Clarke County Fire and Rescue

Standard Operating Guideline

John H. Enders VFD, Blue Ridge VFD, Boyce VFD, Clarke County Fire, EMS and Emergency Management

Subject: Lock Box Key Control for Structures	SOG: 100.04	Page 1 of 2
Category: General – Lock Box Key Control for Structures	Sub Category: Lock Box(s)	
Approved by: Fire and EMS Director, Boyce VFD Chief, Blue Ridge VFD Chief, John H. Enders VFD Chief		Effective Date: 10/1/2017

Purpose

The purpose of this guideline is to establish guidelines that will govern lock box operations within Clarke County. This system is designed to provide emergency responders to gain access to facilities, buildings and private roads. This system will also allow emergency responders to secure said property when leaving the incident.

Definitions

The following definitions have been adopted for use;

- CCFR – The Clarke County Fire-Rescue system consisting of the following departments; Boyce VFD, Blue Ridge VFD, John H. Enders VFD, and Clarke County Fire, EMS and Emergency Services
- Clarke County Fire, EMS and Emergency Management – Is the management agency for this procedure, also known as the Fire-Rescue Office.

Procedure

1. Required Locations – A lock box is required for all structures per the Clarke County Building Code. Additionally residents and other business owners are encouraged to use the system.
2. Location of Lock Box(s) – The lock box shall be on the front exterior of the building no greater than 5 feet from the main entrance doorway unless otherwise dictated per Building Code. The lock box shall be installed at the primary fire department entrance and must be visible, accessible, and between forty two (42) inches and fifty four (54) inches above finished grade.
3. Key Box Maintenance – The following procedures shall be used to manage the lock box:

- a. The building representative shall obtain an application from the Clarke County Fire, EMS and Emergency Management office. A Building Lock Box Request form shall be completed by the building representative. Upon installation of the Knox Box, the building representative shall contact the Fire-Rescue Office who shall schedule a visual inspection of the installation.
 - b. A Fire-Rescue representative and a building representative shall meet to lock the building keys and/or other materials in the lock box. A Building Lock Box information form shall be completed by the Fire –Rescue representative. The operator of the building immediately notifies the Fire-Rescue office in the event keys need to be updated. The Fire-Rescue will then make arrangements with the said operator to update the contents of the lock box.
4. Keys – Due to recent national events, the Fire-Rescue Department is taking increased precautions to ensure the security of the Knox Box Public Safety Key Box System installed throughout Clarke County. The loss of one key would jeopardize the integrity of the entire system and would result in a breach of security to any building equipped with a lock box. The Knox Box keys are the property of the Knox Company and shall not be duplicated. It is important to always keep the Knox Box keys secure and to prohibit access to any unauthorized persons.
 - a. Keys shall only be stored in a special lock box installed on the apparatus that is approved by the Clarke County Fire-Rescue office. A Chief Officer in the system may be issued a key directly. Volunteer agency chiefs are responsible for all keys issued to their department.
 - b. The Clarke County Fire-Rescue office will maintain all records of lock boxes, stations and personnel assigned keys.
 - c. The Director of Clarke County Fire, EMS and Emergency Management may revoke keys from individuals or Departments. If the need arises to remove keys the Director will work with the Department Chief.
 - d. Any person(s) issued a key are subject to a criminal history check at any time.
5. Key Accountability – Any missing Knox Box key shall be reported immediately through the chain of command to the Director of the Clarke County Department of Fire, EMS and Emergency Management. The Director shall be responsible for launching an investigation team to determine the circumstances of missing key(s).